

Licensed Practical Nurse Tompkins County

Department: County Departments and Various School Districts

Classification: Non-competitive

Labor Grade: 11

Approved: 11/01/96 BOCES Board

Revised: 10/15

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

Candidates for Licensed Practical Nurse positions must have completed at least a nine (9) month course of study in practical nursing from a regionally accredited or New York State Education Department approved college and be eligible for licensure at the time of application. Possession of a New York State Licensed Practical Nurse license and current registration is required at the time of appointment.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This professional nursing position involves responsibility for assisting a Registered Professional Nurse or County Clinical Nurse in carrying out the orders prescribed by a physician. At the BOCES location, a Licensed Practical Nurse will perform routine nursing services in the care of pupils in special education programs in accordance with detailed and well-defined rules and regulations. The work requires understanding of and skill in routine nursing practices. Assignments concerning client care are given specifically and supervised closely by a Registered Professional Nurse, County Clinical Nurse, Supervising County Clinical Nurse and/or a Physician. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

ALL NURSES WILL:

Perform observations and data collection;
Take and record temperature, blood pressure, and pulse and respiration rate;
Administer specified medication, and note time and amount on student's and/or client's chart;
Observe students and/or clients and report adverse reactions;

BOCES NURSES WILL:

Administer subcutaneous, intramuscular, intravenous, or rectal medications;
Administer oral, topical and inhalant medication to nonself-directed students according to State Education Department guidelines;
Perform gastrostomy feeding (bolus method or with medication);
Nasogastric tube feedings;
Oropharyngeal suctioning;
Tracheotomy suctioning;
Urinary catheterization;
Ostomy care (care of stoma and changing the appliance);
Monitor shunt function;
Apply compresses, ice bags, and hot water bottles;
Assemble and use such equipment as catheters, tracheotomy tubes, and oxygen suppliers.

HEALTH DEPARTMENT NURSES WILL:

Give skilled nursing care and prescribed treatments to patients in their homes and clinics and demonstrate nursing care to patients and their families; Perform venipunctures as ordered; Assist in billing procedures and other related paperwork.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of nursing techniques;
Working knowledge of sanitation and hygiene;
Ability to apply therapeutic treatments as prescribed;
Ability to understand and carry out exactly detailed oral and written instructions;
Ability to keep records and make reports;
Ability to get along well with others;
Physical health commensurate with demands of the position.

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